

## OFFICIAL PERSONNEL FOLDERS

1. The Official Personnel Folder (OPF) is the official repository of the records and reports of personnel actions effected during an employee's Federal service and the documents and papers required in connection with these actions. The OPF provides the basic source of factual data about a person's Federal employment. Records in the folder are used primarily in screening qualifications of employees, determinations and eligibility concerning employee rights and benefits under pertinent laws and regulations governing Federal employment, computing length of service, and for other information needed in providing personnel services.

2. The Official Personnel Folders of the Central Intelligence Agency are maintained substantially in conformance with the guidelines of the Federal Personnel Manual although there are differences in the general contents of the OPF based on authorized and established Agency policies. An OPF is maintained for each staff employee and staff agent of the Agency and contains official documents pertaining to the individual's service in CIA, including copies of all Forms 1150 affecting his official status, correspondence, reports, and other nonoperational material relating to his employment. No documents will be filed in or removed from an Official Personnel Folder without prior approval of the Director of Personnel or his designee. The types of documents which may be found in the OPF are:

### a. Permanent Records

Permanent records are filed on the right side of the Official Personnel Folder. These documents affect an employee's status and service.

#### RIGHT SIDE

- (1) Form 198 B, Envelope for Recharge Cards
- (2) Color Photo
- (3) Cover Memo, if any (Form 1551)
- (4) Action Tab:
  - (a) Periodic Step Increase
  - (b) Quality Step Increase
  - (c) Notification of Personnel Action
  - (d) Contract Personnel Division Memo Verifying Contract Service (Bottom)

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- (5) Fitness Report Tab:
- (a) Fitness Reports
  - \* (b) Test Results
  - \* (c) Training Evaluation
  - \* (d) Form 613 (Training Reports)
  - \* (e) Outside Training Reports - anything pertaining to test or training
- (6) Other Tab:
- (a) SF 144, Statements of Prior Federal & Military Services
  - (b) Form 536, Military Status Questionnaire
  - (c) Form 1451A, Overseas Services Reports
  - (d) Form 61, Residency & Dependency
  - (e) SF 61, Appointment Affidavits
  - (f) Official Letter of Commendation or reprimand
  - (g) Letter of Appreciation
  - (h) Security Violation Reports
  - (i) Form 911a, Overseas Agreement
  - (j) SF 53, Waiver of Life Insurance Coverage (obsolete)
  - (k) SF 176, Election, Declination, or Waiver of Life Insurance Coverage
  - (l) SF 2809, Health Benefits Registration Form
  - (m) SF 2810, Cancellation of Health Insurance
  - (n) SF 54, Designation of Beneficiary FEGL
  - (o) DD214, Military Release Papers
  - (p) SF 2808, Designation of Beneficiary
  - (q) SF 1152, Designation of Beneficiary - unpaid compensation deceased Civilian employee
  - (r) Memo of Understanding (Reading of )
  - (s) Service Abroad Agreement (3154)
  - (t) SF 61B, Declaration of appointee
  - (u) Retirement Understanding
  - (v) Authorization to Release Information
  - (w) Form 202, Field Reassignment Questionnaire
  - (x) Secrecy Agreement
  - (y) Memo of Understanding Concerning travel expenses.
- (7) Medical Tab:
- (a) 259, Request for Medical Evaluation
  - (b) 259a, Request for PCS Overseas Evaluation
  - (c) 570, Request for Pre-Employment Medical Evaluation

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\* Now filed under item (6) and tab reads; "Other/TRG".

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- (8) PHS - Sec Tab:
  - (a) 444N, Qualification UpDate
  - (b) 444K, Personal History Supplement Intention to Marry
  - (c) 444J, Qualification Supplement to Personal History Statement
  - (d) 444C, Personal Resume
  - (e) 444, Personal History Statement
  - (f) Master Code Card
  - (g) Security Approval, Form 1173
  - (h) 1962, Master Qualification Coding Record
  - (i) 1962a, Qualification System Record Change
  - (j) Marriage to an Alien (if applicable)
- (9) Other Agency Folder:

Material and documents from other Agencies where the employee previously worked.

b. Temporary Records

Temporary records are filed on the left side of the Official Personnel Folder. In general, these are documents leading to a formal action but not constituting a record of it nor necessarily making a substantial contribution to the employee's record.

LEFT SIDE

- (1) Form 1152, Request for Personnel Action
- (2) Form 337, Request for Security Clearance
- (3) Form 1667A, Report of Interview
- (4) Form 610, Routing & Records Sheet (only those which contain information)
- (5) Draft deferment & permission to leave country
- (6) Form 1076, Notification of Official Disability Claim File.
- (7) Interim Letters
- (8) Unsensitive, sterilized cables & dispatches relating to overseas assignment
- (9) Miscellaneous Correspondence
- (10) Biographic Profile (Bottom left side)
- (11) Form 879, Outside Activity Approval Request
- (12) SF 127, Request for Official Personnel Folder (Copy of Request sent to Federal Records Center)
- (13) Application for Career Status in CIA
- (14) Memo from TRB requesting CPD to provide date of Creditable Contract Service
- (15) Form 3429, Cover Control of Retirement Processing
- (16) Form IP 260, IP Career Service Board Recommendation for promotion

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- (17) Recommendation for Promotion in Memo form
- (18) Notification of Quality Step Increase
- (19) Request for Quality Step Increase
- (20) Summary of Employment
- (21) Form 111502, Request for Official Files
- (22) Notification of Approval of Request for Voluntary Retirement
- (23) Retirement Planning Memo
- (24) Certification of Separating Employee
- (25) Cancellation of Processing, Form 639
- (26) Form 971 - Report of Separation - and debt due to United States

3. Official Personnel Folders for employees who leave the Agency will be screened to delete references to pseudonyms. These folders will be retained in the Office of Personnel for one year following the employee's separation and then forwarded to the Agency Records Center for storage.

When a former employee enters on duty with another Federal agency, the Office of Personnel will transmit to the gaining agency, upon official request, a sterilized transcript of the individual's Agency employment record and all documents pertaining to his Federal service prior to employment with CIA.